Appendices

Appendix A Environmental Organizations and Programs	142
Appendix B	
Wetlands of California	146
Appendix C	
Overfishing: There's a Limit to Fish in the Sea	148
Appendix D	
Make Your Views Known	149

Appendices 141

Appendix A. Environmental Organizations and Programs

The following is a brief list of organizations that offer many environmental education programs related to the coast and ocean. They may provide tours, field trips, workshops, informational material, expert advice, and more. While they are organized by region, most provide resources of interest to educators throughout the state. Check out their website or call for information. For an up-to-date, more extensive list of organizations, along with detailed information about their programs, visit the California Coastal Commission's "Marine, Coastal & Watershed Resource Directory" at www.coastforyou.org.

Statewide

Adopt-A-Watershed P.O. Box 1850 Hayfork, CA 96041 (530) 628-5334 www.adopt-a-watershed.org

Algalita Marine Research Foundation 345 Bay Shore Avenue Long Beach, CA 90803 (562) 433-2361 www.algalita.org

American Cetacean Society P.O. Box 1391 San Pedro, CA 90733-1391 (310) 548-6279 www.acsonline.org

California Academy of Sciences 55 Concourse Drive Golden Gate Park San Francisco, CA 94118 (415) 750-7145 www.calacademy.org

California Coastal Commission 45 Fremont Street, Suite 2000 San Francisco, CA 94105-2219 (800) Coast-4U www.coastforyou.org

California Department of Conservation California Geological Survey 801 K Street, MS 12-30 Sacramento, CA 95814 (916) 445-1923 www.consrv.ca.gov/cgs California Department of Fish and Game 1416 Ninth Street, 12th Floor Sacramento, CA 95814-5511 (916) 653-6420 www.dfg.ca.gov

California Department of Water Resources 1416 Ninth Street Sacramento, CA 95814 (916) 653-5791 www.dwr.water.ca.gov

California Integrated Waste Management Board Office of Integrated Education 1001 I Street, MS #14A P.O. Box 4025 Sacramento, CA 95812-4025 (916) 341-6000 www.ciwmb.ca.gov/schools

California Native Plant Society 1722 J Street, Suite 17 Sacramento, CA 95814 (916) 447-2677 www.cnps.org

California State Parks 1416 Ninth Street Sacramento, CA 95814 (800) 777-0369 www.parks.ca.gov California State Parks Foundation 800 College Avenue P.O. Box 548 Kentfield, CA 94914 (415) 258-9975 www.calparks.org

California Regional Environmental Education Community (CREEC) Network www.creec.org

Keep California Beautiful 3914 Murphy Canyon Road Suite A-218 San Diego, CA 92123 (858) 505-9936 www.keepcaliforniabeautiful.com

River of Words 2530-C San Pablo Avenue Berkeley, CA 94702 (510) 548-7636 www.riverofwords.org

Surfrider Foundation P.O. Box 6010 San Clemente, CA 92674-6010 (949) 492-8170 www.surfrider.org

The Marine Mammal Center Marin Headlands 1065 Fort Cronkhite Sausalito, CA 94965 (415) 289-7325 www.marinemammalcenter.org The Ocean Conservancy 1725 De Sales Street, NW, #600 Washington, CD 20036 (202) 429-5609 www.oceanconservancy.org

U.S. Geological Survey Marine and Coastal Issues 345 Middlefield Road, MS 999 Menlo Park, CA 94025 (650) 329-5042 walrus.wr.usgs.gov/

Water Education Foundation 717 K Street, Suite 317 Sacramento, CA 95814 (916) 444-6240 www.watereducation.org

North Coast Focus

Friends of the Dunes P.O. Box 186 Arcata, CA 95518 (707) 444-1397 www.friendsofthedunes.org

Mattole Restoration Council P.O. Box 160 Petrolia, CA 95558 (707) 629-3514 www.mattole.org

Mendocino Environmental Center 106 West Standley Street Ukiah, CA 95482 (707) 468-1660 www.mecgrassroots.org

Northcoast Environmental Center 575 H Street Arcata, CA 95521 (707) 822-6918 www.necandeconews.to

Stewards of Slavianka P.O. Box 221 Duncans Mills, CA 95430 (707) 865-0180 www.stewardsofslavianka.org

San Francisco Bay Area Focus

Aquarium of the Bay Embarcadero at Beach Street San Francisco, CA 94133 (888) SEA-DIVE www.aquariumofthebay.com

Aquatic Outreach Institute Richmond Field Station 1327 S. 46th Street #155 Richmond, CA 94804 (510) 231-5655 www.aoinstitute.org

Bay Audubon Center and Sanctuary 376 Greenwood Beach Road Tiburon, CA 94920 (415) 388-2524 www.bayaudubon.org

Bay Model Association 2100 Bridgeway Sausalito, CA 94965 (415) 332-1851 www.baymodel.org

City of Berkeley Shorebird Nature Center 160 University Avenue Berkeley, CA 94710 (510) 644-8623 www.ci.berkeley.ca.us/marina

Community Resources for Science 663 Thirteenth Street Oakland, CA 94612 (510) 273-0290 www.crscience.org

Cordell Bank National Marine Sanctuary P.O. Box 159 Olena, CA 94950 (415) 464-5248 www.sanctuaries.nos.noaa.gov Coyote Point Museum for Environmental Education 1651 Coyote Point Drive San Mateo, CA 94401 (650) 342-7755 www.coyoteptmuseum.org

Crissy Field Center 603 Mason at Halleck The Presidio San Francisco, CA 94129 (415) 561-7690 www.crissyfield.org

Don Edwards San Francisco Bay National Wildlife Refuge P.O. Box 524 Newark, CA 94560 (510) 792-0222 desfbay.fws.gov

East Bay Regional Park District P.O. Box 5381 Oakland, CA 94605 (510) 562-PARK www.ebparks.org

Environmental Education Council of Marin 883 Fourth Street San Rafael, CA 94901 (415) 485-4908 www.eecom.net

Environmental Volunteers 3921 East Bayshore Road Palo Alto, CA 94303 (650) 961-0545 www.evols.org

Farallones Marine Sanctuary Association The Presidio P.O. Box 29386 San Francisco, CA 94129 (415) 561-6625 www.farallones.org Gulf of the Farallones National Marine Sanctuary Fort Mason, Bldg. 201 San Francisco, CA 94123 (415) 561-6622 www.gfnms.nos.noaa.gov

Headlands Institute GGNRA, Bldg. 1033 Sausalito, CA 94965 (415) 332-5771 www.yni.org/hi

Kids for the Bay 1771 Alcatraz Avenue Berkeley, CA 94703 (510) 985-1602 www.earthisland.org/eac

Lawrence Hall of Science
Marine Activities Resources and
Education (MARE)
UC Berkeley
Berkeley, CA 94720
(510) 642-5008
www.lawrencehallofscience.org/
MARE/

Literacy for Environmental Justice 6220 Third Street San Francisco, CA 94124 (415) 508-0575 www.lejyouth.org

Marine Science Institute 500 Discovery Parkway Redwood City, CA 94063 (650) 364-2760 www.sfbaymsi.org

Point Reyes Bird Observatory 4990 Shoreline Highway Stinson Beach, CA 94970 (415) 868-0655 www.prbo.org

Save The Bay 1600 Broadway Avenue, Suite 300 Oakland, CA 94612 (510) 452-9261 www.savesfbay.org

Central Coast Focus

Camp SEA Lab 100 Campus Center, Bldg. 46A Seaside, CA 93955 (831) 582-3681 www.sealabmontereybay.org

Central Coast Salmon Enhancement P.O. Box 277 Avila Beach, CA 93424 (805) 473-8221 www.centralcoastsalmon.com

Coastal Watershed Council 903 Pacific Avenue, Suite 207 A Santa Cruz, CA 95060 (831) 426-9012 www.coastal-watershed.org

Dunes Center 1055 Guadalupe Street Guadalupe, CA 93434 (805) 343-2455 www.dunescenter.org

Ecology Action 333 Front Street, Suite 103 Santa Cruz, CA 95060 (831) 426-5925 www.ecoact.org

Elkhorn Slough National Estuarine Research Reserve 1700 Elkhorn Road Watsonville, CA 95076 (831) 728-2822 www.elkhornslough.org

Environmental Center of San Luis Obispo 1204 Nipomo Street San Luis Obispo, CA 93401 (805) 544-1777 www.ecoslo.org

Marine Advanced Technology Education (MATE) Center Monterey Peninsula College 980 Fremont Street Monterey, CA 93940 (831) 645-1393 www.marinetech.org Monterey Bay Aquarium 886 Cannery Row Monterey, CA 93940 (831) 648-4800 www.montereybayaquarium.org

Monterey Bay National Marine Sanctuary 299 Foam Street Monterey, CA 93940 (831) 647-4201 www.mbnms.nos.noaa.gov

Morro Bay National Estuary Program 601 Embarcadero, Suite 11 Morro Bay, CA 93442 (805) 772-3834 www.mbnep.org

O'Neill Sea Odyssey 2222 East Cliff Drive #6B Santa Cruz, CA 95062 (831) 465-9390 www.oneillseaodyssey.org

Pacific Cetacean Group UC MBEST CENTER 3239 Imjin Road #122 Marina, CA 93933 (831) 582-1030 www.pacificcetaceangroup.org

Save Our Shores 2222 East Cliff Drive #5A Santa Cruz, CA 95062 (831) 462-5660 www.saveourshores.org

Watershed Institute CSU Monterey Bay 100 Campus Center Seaside, CA 93955 (831) 582-3689 watershed.csumb.edu

Southern California Focus

Aquarium of the Pacific 100 Aquarium Way Long Beach, CA 90802 (562) 951-1603 www.aquariumofpacific.org

Aquatic Adventures Science Education Foundation 1010 Santa Clara San Diego, CA 92109 (619) 665-3861 www.sandiego.edu/AASEF

Bolsa Chica Conservancy 3842 Warner Avenue Huntington Beach, CA 92469 (714) 846-1114 www.bolsachica.org

Cabrillo Marine Aquarium 3720 Stephen White Drive San Pedro, CA 90731 (310) 548-7562 www.cabrilloaq.org

Channel Islands National Marine Sanctuary 3600 S. Harbor Boulevard Ste.217 Oxnard, CA 93035 (805) 382-6151 www.cinms.nos.noaa.gov

Chula Vista Nature Center 1000 Gunpowder Point Drive Chula Vista, CA 91910 (619) 409-5900 www.chulavistanaturecenter.org

Community Environmental Council 930 Miramonte Drive Santa Barbara, CA 93109 (805) 963-0583 www.communityenvironmentalcouncil.org

Crystal Cove State Park 8471 North Coast Highway Laguna Beach, CA 92651 (949) 494-3539 (Main) (949) 497-7647 (Interpretive) www.crystalcovestatepark.com Earth Resource Foundation 230 E. 17th Street #208 Costa Mesa, CA 92627 (949) 645-5163 www.earthresource.org

El Dorado Nature Center 7750 East Spring Street Long Beach, CA 90815 (562) 570-1471

Heal the Bay 3220 Nebraska Avenue Santa Monica, CA 90404 (800) HEAL-BAY www.healthebay.org

Heal the Ocean P.O. Box 90106 Santa Barbara, CA 93190 (805) 965-7570 www.healtheocean.org

I Love A Clean San Diego 4355 Ruffin Road, Suite 118 San Diego, CA 92123 (858) 467-0103 www.ilacsd.org

Malibu Foundation for Environmental Education 1471 S. Bedford Street # 3 Los Angeles, CA 90035 (310) 652-4324 www.malibufoundation.org

Natural History Museum of Los Angeles County 900 Exposition Boulevard Los Angeles, CA 90007 (213) 763-3348, www.nhm.org

Newport Bay Naturalists and Friends 600 Shellmaker Newport Beach, CA 92660 (949) 640-6746 www.newportbay.org Ocean Discovery Center, UCLA 1600 Ocean Front Walk Santa Monica, CA 90401 (310) 393-6149 www.odc.ucla.edu

Ocean Institute 24200 Dana Point Harbor Drive Dana Point, CA 92629 (949) 496-2274 www.ocean-institute.org

Orange County Coastkeeper 441 Old Newport Boulevard, Suite 103 Newport Beach, CA 92663 (949) 723-5424 www.coastkeeper.org

San Diego BayKeeper 2924 Emerson Street, Suite 220 San Diego, CA 92106 (619) 758-7743 www.sdbaykeeper.org

San Dieguito River Park 18372 Sycamore Creek Road Escondido, CA 92025 (858) 674-2270 www.sdrp.org

Santa Catalina Island Conservancy P.O. Box 2739 Avalon, CA 90704 (310) 510-2595 www.catalinaconservancy.org

Santa Monica BayKeeper P. O. Box 10096 Marina del Rey, CA 90295 (310) 305-9645 www.smbaykeeper.org

University of Southern California Sea Grant Program University Park, AMF 209 Los Angeles, CA 90089-0373 (213) 740-1961 www.usc.edu/org/seagrant

Appendix B. Wetlands of California

Tetlands are one of California's most diverse habitats. They support a food web that includes large mammals and predatory birds, provide habitat for diverse terrestrial and aquatic plants and animals, protect shorelines from erosion, and control sediment and naturally treat toxic substances that wash down from streams and rivers. Wetlands are also valuable to humans for recreation, research, education, harvestable plants, and historical significance. This appendix contains a partial list of wetlands throughout California. Visit a wetland near you.

North Coast **Big River State Park**

This brand new park includes a 50 mile stretch of the river and its tributaries, and more than 1,500 acres of coastal wetlands. The 8.3-mile estuary is the longest undeveloped estuary in northern California.

www.mendocinolandtrust.org www.parks.ca.gov, (707) 937-5804

Humboldt Bay National Wildlife Refuge

This refuge exists primarily to protect and enhance wetland habitats for migratory waterbirds using the Bay. In the winter, it is not unusual for over 100,000 birds to use the Bay as a feeding or resting site. Humboldt Bay Refuge is adjacent to Highway 101, near the cities of Arcata and Eureka.

http://pacific.fws.gov/humboldtbay

MacKerricher State Park

This park, near the town of Fort Bragg, encompasses nearly 2,300 acres, of which 454 offshore acres are designated as an underwater park. The MacKerricher Visitor Center contains interpretive displays on terrestrial and ocean ecology. www.mcn.org/1/macpark/

www.mcn.org/1/macpark/ macpark.htm www.parks.ca.gov

San Francisco Bay Area **Bolinas Lagoon Preserve**

Bolinas Lagoon Preserve contains 1,100 acres of tidal estuary supporting a rich biodiversity, with several rare, threatened and endangered species. It is located along the San Andreas Fault, 15 miles northwest of the Golden Gate Bridge on Highway 1. www.bolinaslagoon.org

Don Edwards San Francisco Bay National Wildlife Refuge

The Refuge spans 23,000 acres of open bay, salt pond, salt marsh, mudflat, upland and vernal pool habitats located throughout south San Francisco Bay. A Visitor Center is near the east end of Dumbarton Bridge and the Environmental Education Center is on Zanker Road in Alviso.

http://desfbay.fws.gov

Palo Alto Baylands

This 2,100-acre preserve has a large resident population of birds, and is a major migratory stopover on the Pacific Flyway. The preserve, which includes an interpretive center, is north of Highway 101, and can be reached from the southeast from Shoreline at Mountain View Park. www.city.palo-alto.ca.us/ross/naturepreserve/baylands.html

Central Valley Cache Creek Nature Preserve

This preserve is a 130-acre property in the lower Cache Creek corridor. Reservations are needed prior to visiting the preserve, which offers tours and activities for all ages. It is located west of Woodland, and north of Winters and Davis. www.cacheconserve.org

Cosumnes River Preserve

The Cosumnes floodplain is home to migratory waterfowl, greater sandhill cranes, rare reptiles and mammals such as the giant garter snake and the river otter. Teachers are required to attend a teacher workshop prior to scheduling a field trip to the Visitor Center. The preserve is about midway between Stockton and Sacramento. www.cosumnes.org

San Luis National Wildlife Refuge Complex

This 26,609-acre refuge is a mixture of seasonal and permanent wetlands, riparian habitat, and native grasslands, alkali sinks, and vernal pools. The Refuge, located in the San Joaquin Valley, hosts interpretive wildlife observation programs. http://sanluis.fws.gov/map.htm

Vic Fazio Yolo Wildlife Area

This wildlife area contains 3,700 acres of restored wetlands and other associated habitats. It is home to the educational program, Discover the Flyway. The Wildlife Area is located on Interstate 80 at the Yolo Causeway between Davis and Sacramento.

www.yolobasin.org/vic.html

Central Coast Elkhorn Slough National Estuarine Research Reserve

This 1,400-acre reserve hosts many programs that promote education, research and conservation of the slough. There is a visitor center and five miles of trails through oak woodlands, tidal creeks, and freshwater marshes.

www.elkhornslough.org

Morro Bay Estuary

Morro Bay, a small estuary of 2,300 acres, is fed by Chorro and Los Osos Creeks and is protected from the Pacific Ocean by a lengthy sand spit. The Estuary has a Visitor Center and a Volunteer Center. www.mbnep.org

Pescadero Marsh Natural Preserve

This preserve is a popular spot for bird watchers and other naturalists. It is a refuge for blue heron, kites, deer, raccoons, foxes, and skunks. The Preserve is located 14.5 miles south of Half Moon Bay on Highway 1. www.parks.ca.gov

Watsonville Sloughs

The Watsonville sloughs cover about 800 acres adjacent to the city of Watsonville. From Highway 1, most of the sloughs are hidden. Access points are not marked on most maps, which makes them difficult to find. Most are in private ownership, but a few roads cross the many fingers of the sloughs.

www.watsonvillewetlandswatch.org

Los Angeles and Orange Counties Ballona Lagoon Marine Preserve

This 16.3-acre tidal wetland is a nursery and habitat for marine and mudflat creatures and a refuge for migrating birds. The lagoon is located in the City of Los Angeles on the Silver Strand Peninsula, adjacent to the Marina del Rey harbor. www.blmp.org

Bolsa Chica Wetlands

The Bolsa Chica Ecological Reserve extends along the east side of Pacific Coast Highway in the city of Huntington Beach. The Interpretive Center is located at the southeast corner of Warner Avenue and Pacific Coast Highway. The Center organizes educational and volunteer programs.

www.bolsachica.org

Upper Newport Bay

This estuary in Newport Beach is home to nearly 200 species of birds, as well as numerous species of mammals, fish, and native plants. A variety of educational programs are available.

www.newportbay.org www.coastal.ca.gov/publiced/ restore.html

San Diego County **Batiquitos Lagoon**

This coastal wetland is 30 miles north of San Diego between the cities of Carlsbad and Encinitas. The Lagoon encompasses 600 acres with a visitor center and hiking trail along the north shore. www.batiquitosfoundation.org

San Elijo Lagoon Ecological Preserve

This preserve encompasses 900 acres of coastal strand, salt marsh, freshwater marsh, riparian scrub, coastal sage scrub, and mixed chaparral, with five miles of hiking trails open to the public. The Nature Center is located at 2710 Manchester Avenue in Encinitas. www.sanelijo.org

Sweetwater Marsh National Wildlife Refuge

The 316-acre Sweetwater Marsh is located in San Diego Bay approximately seven miles south of downtown San Diego. The Chula Vista Nature Center provides interpretive and interactive exhibits.

www.chulavistanaturecenter.org

Tijuana River National Estuary Research Reserve

The reserve, which includes a visitor center, is located near Imperial Beach on the Mexican border. It encompasses 2,500 acres of beach, dune, mudflat, saltmarsh, riparian, coastal sage and upland habitats.

www.ocrm.nos.noaa.gov/nerr/reserves/nerrtijuana.html

Appendix B. Wetlands of California 147

Appendix C. Overfishing

There's a Limit to Fish in the Sea

Source: Monterey Bay Aquarium www.montereybay.org

Ocean fish are wildlife—the last wild creatures that people hunt on a large scale. Once it seemed the ocean would supply an endless bounty of seafood. Today, we're discovering its limits. Between 1950 and 1994, ocean fishermen increased their catch 400% by doubling the number of boats and using more effective fishing gear. In 1989, the world's catch leveled off at just over 82 million metric tons of fish per year. That's all the ocean can produce. Sending more boats won't help us catch more fish.

Fisheries boom, then bust

Overfishing means catching fish faster than they can reproduce. Overfishing pushes the fish population lower and lower, until fish are so few that fishermen can't make a living any more. Many fisheries have already collapsed, throwing thousands of people out of work. All over the world, fishery after fishery booms as we send in more boats, then busts as the fish population crashes.

Off New England, cod were once so plentiful that boats had trouble pushing through them. Now the cod are nearly gone, and a centuries-old fishing tradition is ending. Other overfished species include Atlantic swordfish, Atlantic bluefin tuna and many kinds of West Coast rockfish. When one kind of fish is no longer plentiful, fishermen must move on to new species. Monkfish and sharks were once discarded as "trash fish," but now they're valuable—and are themselves overfished! Overfishing has also forced fishermen to look deeper for new species like orange roughy and Chilean seabass.

Chilean seabass live at least 40 years, orange roughy at least 100. A Pacific rockfish caught in 2001 was 205 years old—born when Washington was still president! Such slow-growing fishes are very vulnerable to overfishing.

Why are people still allowed to catch overfished species?

The laws that protect fisheries are made by state, federal and international authorities. These political bodies often cannot respond quickly to data from scientists and fisheries managers showing that a certain fish or fishery is in trouble.

On the "high seas," in international waters, fish may be caught by many different countries, each with different laws. Getting nations to agree on fisheries protections is a diplomatic process that can take years. Enforcing international fishing agreements is also difficult: often, there is little that can be done about fishing crews that choose to ignore laws and fish illegally in international waters. This is the case with the Chilean seabass fishery, where high levels of poaching or "pirate fishing" are undoing the benefits of a progressive international management treaty.

Within the U.S., new laws must go through a lengthy process before they're put "on the books" and start protecting fish. New restrictions on fishing are usually challenged by the fishing industry, which further delays protection of the resource. Lawmakers must also consider the short-term economic impact of restricting or closing a fishery—doing so is bound to cause upheaval to fishing communities, even if the goal is to protect the fishery in the long term. All of these factors mean that fisheries law—and its enforcement—often lags behind the best available science.

What can you do?

If you eat seafood, eat sustainable seafood! Sustainable means something that can continue long into the future. Sustainable seafood is fish or shellfish caught or farmed in ways that can be practiced now and for years to come, without jeopardizing the survival of any species or the integrity of the ecosystem. For a list of sustainable seafood choices and a list of seafood to avoid, visit the Monterey Bay Aquarium's website at www.montereybayaquarium.org and download their "Seafood Watch" seafood guide. You can also call the Seafood Watch Hotline at (831) 647-6873.

Appendix D. Make Your Views Known

Contact Your Elected Representatives

Letters and phone calls from constituents can have a tremendous impact on the way city council members, county supervisors, mayors, and state and federal representatives vote on proposed legislation. Contrary to popular belief, your opinion does count. To ensure that your efforts are as effective as possible, try to follow these guidelines:

- Spell the representative's name correctly (e.g. Senator ______).
- Keep the letter brief and succinct. Focus on one topic only.
- Refer to the bill in question by title, if possible, briefly noting its general purpose.
- Avoid a form letter response by asking a specific question or two. To ensure that you receive a reply, include a complete return address. If you are not satisfied with the reply, don't hesitate to write back.
- State your own views in your own words.
- Never threaten or appear over-emotional. A well-reasoned and thoughtful approach is more impressive and much more effective.
- Address your letters. Look in the phone book under the government pages for the phone number. Call and request the address, don't forget the zip code.
- If they act favorably on the issue, write back! Everyone appreciates a "thank-you" and it never hurts to remind your representative that you are paying attention to his or her record.

Express Your Views to Businesses and Government Agencies

If you think a private business or government agency should be doing more to protect our coast and ocean, or you'd like to thank an organization for a job well done, tell them so! Businesses and government agencies are generally very tuned in to public opinion. Your opinion can influence an organization's practices, decisions and long-term strategies.

- For businesses: Find a mailing address on the product or look up the company on the Internet. Look for a consumer contact or go straight to the top and address your letter to the president or CEO. For government agencies: find the mailing address on the Internet or in the phone book. Address your letter to the head of the agency.
- If you are a consumer of the company's product, say so.
- Explain in the letter how you have been sharing your opinion or plan to share it with others.
- Never threaten or appear over-emotional. A well-reasoned and thoughtful approach is more impressive and much more effective.
- Request a response (include a return address!) and politely express thanks for the reader's time.

Increase Your Impact with a Letter to the Editor

Studies show that letters to the editor are among the most widely read features of American newspapers. A letter to the editor is an excellent way to express your opinions about marine conservation, interest your neighbors in the issue, report your beach cleanup results, and perhaps interest your paper in covering the story.

To increase the chances that your letter gets printed, here are a few suggestions from experts:

- Use a typewriter or computer and double-space the lines. If you don't have a computer, print neatly.
- Plan your first sentence carefully. Try to refer to a previous article or letter that appeared in the same paper, if possible.
- Deal with only one topic in each letter, and present your ideas clearly and concisely.
- Use facts to support your argument—you are educating as well as advocating—and don't use sarcasm or hostile language.
- Appeal to readers' sense of fair play and justice. Challenge them to respond.
- Try to be practical and hopeful. People respond when they believe your cause has a chance of succeeding.
- Always supply your name and address. Editors are unlikely to print letters that are not identified.